

Reimbursement Procedures for GA-8 Aircraft

Due to the unique capabilities of the ARCHER equipment and the associated trans-regional nature of its mission, the Gippsland GA-8 Airvans will be managed in a significantly different way than other aircraft in the CAP fleet. This attachment contains the details for processing reimbursement for flights, authorizing and paying for major and minor maintenance, and arranging for warranty repairs.

PAYMENTS

Since all maintenance expenses for the GA-8 aircraft will be paid by NHQ, CAP units in the field will coordinate with the specific GA-8 manager (s) of the aircraft being used to ensure that category B and C mission customers, including members, are charged the published hourly rate of \$49 per hour. NHQ will evaluate CAP Forms 18 quarterly to determine the total amount due for GA-8 flying. Wings/Regions that host GA-8 aircraft need to inform NHQ on a quarterly basis the number of hours other wings (or regions) fly their assigned GA-8 aircraft on category B and C missions so the correct wing (or region) can be assessed for the minor maintenance for each of the hours flown. NHQ/FM will, in turn, assess each wing for all category B and category C hours flown. NHQ/FM will notify each Wing via email prior to drafting any funds from the Wing.

CAP FORMS 108

Each wing will submit a CAPF 108 for all Air Force Assigned missions and maintenance ferry flights using standard procedures listed in CAPR 173-3 with one exception. Column G "Hourly Rate Acft Minor Mx", of the CAPF 108 must be left blank. Be sure to include "Hours Flown" in column F.

Reimbursement for fuel for maintenance or NOC-directed ferry flights will be paid by NHQ from funds set aside for the GA-8 program. NHQ will also reimburse the wing for support aircraft used to transport flight crews to and from the maintenance facility. Contact the National Operations Center for a mission number prior to ferrying any aircraft. The NOC will issue a mission number to be used for all flights related to the maintenance event. Submit the CAPF 108 with receipts IAW normal procedures. For aircraft that only need to taxi to another location on the field for maintenance, CAP Forms 108 may be submitted for fuel reimbursement if desired.

MAJOR AND MINOR MAINTENANCE AND REPAIRS

All major and minor maintenance expenses not covered under the aircraft warranty will be paid by NHQ.

- Minor maintenance will be approved by the maintenance officer responsible for the aircraft.
 - When maintenance is complete fax the invoice directly to NHQ/LGM
 - NHQ/LGM fax number: 334-953-1668.
 - Invoices MUST contain the aircraft tail number.
 - Maintenance officers should print their name clearly and sign the invoice certifying that the work has been accomplished satisfactorily.
- Preferred method of payment for maintenance and repairs is via electronic funds transfer. Vendors should provide their banking information on a Direct Deposit Form. The form contains instructions for faxing and communicating with Financial Management regarding payments.